

**DATED MATERIAL - OPEN IMMEDIATELY**  
**Closing Date: November 12, 2002**

***Grant Application***  
***for the***  
**NATIONAL RESOURCE CENTERS**  
**AND**  
**FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS PROGRAMS**

**CFDA No. 84.015 A & B**  
**Fiscal Year 2003**



**International Education and Graduate Programs Service**  
**U.S. Department of Education**  
**Washington, DC 20006-8521**

**OMB No. 1840-0068**  
**Expiration Date: 06/30/2004**

## CHECKLIST FOR APPLICATION PACKAGE

☐ The original application and two copies\* include each of the following:

\*Education Department General Administrative Regulations (EDGAR), section 75.109(a), requires the applicant to submit an original and two copies of its application to the Department. However, IEGPS appreciates receiving three copies for the three reviewers.

- ☐ Application for Federal Assistance (ED 424) with original signature of the applicant's authorizing official
- ☐ ED 524 (Budget Information)
- ☐ Detailed Budget for each year of the grant
- ☐ Assurances, Certifications, and Disclosure Forms, all signed and dated
- ☐ Area Selection Sheet
- ☐ Abstract (1 page)
- ☐ Application Narrative
- ☐ Appendices (3): Timeline, Course List, and Biographical Information
- ☐ Information that addresses Section 427 of GEPA
- ☐ A copy of the application has been submitted to the State Single Point of Contact, if intergovernmental review is required.
- ☐ The institution's correct DUNS number is entered on the ED 424.

- An electronic version of this application can be found at <http://www.ed.gov/offices/OPE/HEP/iegps/nrc.html>

National Resource Centers (NRC) and  
Foreign Language and Area Studies Fellowships (FLAS) Programs

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# SECTION A



## UNITED STATES DEPARTMENT OF EDUCATION

WASHINGTON, DC 20006-8521

Dear Applicant:

Thank you for your interest in the Title VI National Resource Centers (NRC) and Foreign Language and Area Studies (FLAS) Fellowships Programs. This booklet includes the instructions and official forms needed to prepare an application for new support for fiscal years 2003-05. Also provided is the Technical Review Form (selection criteria) to assist you in developing the narrative portion of your application.

Please be advised that, for the fiscal year 2003-05 grant competition, the Department of Education is inviting only those applications that address the *Absolute Priority*: projects that include teacher training activities on the language, languages, world area focus, or general topic of the center.

Within the absolute priority for this competition, the Department is also interested in applications that meet one or more of the following invitational priorities:

- *NRC Program Invitational Priority 1*—Activities designed to increase the number of international experts, including those entering government service and various professional disciplines, with in-depth knowledge of Islamic societies and high-level language proficiency in the languages of those societies;
- *NRC Program Invitational Priority 2*—Activities designed to strengthen the quality of the center's language program so that students can attain advanced proficiency in the less and least commonly taught languages;
- *NRC Program Invitational Priority 3*—Linkages with schools of education designed to improve teacher training in foreign languages, area, or international studies with an emphasis on the less commonly taught languages and areas of the world where those languages are spoken;
- *NRC Program Invitational Priority 4*—Activities that engage the language resources of local heritage communities where appropriate;
- *NRC Program Invitational Priority 5*—Collaboration with Title VI language resource centers, centers for international business education, and American overseas research centers with a focus on the less commonly taught languages and underrepresented disciplines;
- *FLAS Program Invitational Priority 1*—Fellowships to students in the least commonly taught languages who are pursuing advanced level language proficiency; and
- *FLAS Program Invitational Priority 2*—Fellowships to talented students pursuing master's degrees who may be more likely to pursue government service.

If you need technical assistance or have questions regarding the instructions, the NRC and FLAS Team program officers are available to help you. Contact information is contained in this application booklet.

We appreciate your interest in the NRC and FLAS Programs and look forward to receiving your application.

Sincerely,

Wilbert Bryant  
Deputy Assistant Secretary  
for Higher Education Programs

**NATIONAL RESOURCE CENTERS  
AND  
FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS PROGRAMS**  
*CFDA 84.015A&B*

**OVERVIEW**

**AUTHORIZATION**

Title VI of the Higher Education Act of 1965 as amended, Part A Sections 601 and 602.

**PURPOSE**

Grants are made to institutions of higher education and consortia of institutions of higher education for general assistance in strengthening nationally-recognized centers of excellence in foreign language and area or international studies and for fellowship assistance to meritorious graduate students undergoing training in modern foreign languages and related area or international studies.

**PROGRAM DESCRIPTION**

The National Resource Centers (NRC) program permits institutions to request funding either as Comprehensive Centers (including undergraduate, graduate, and professional school components) or as Undergraduate Centers (as defined in 34 Code of Federal Regulations Section 656.7). NRC applications are evaluated on the strength of their instructional programs and proposed activities for further development of the program. Foreign Language and Area Studies (FLAS) Fellowship program applications are submitted also by institutions and are evaluated on the strength of their instructional programs as well as their plans for awarding FLAS fellowships. Institutions applying for funding under both programs submit a single application addressing the selection criteria for both programs. The selection criteria are found in the program regulations 34 CFR Section 656.21 (a)-(j) for a comprehensive NRC, 34 CFR Section 656.22(a)-(j) for an undergraduate NRC, and 34 CFR Section 657.21(a)-(i) for FLAS fellowships.

**ELIGIBLE APPLICANTS**

Institutions of higher education or consortia of institutions of higher education

**KEY DATES**

- Closing date: **November 12, 2002**
- Anticipated award date: **May 30, 2003** (Note: The award date is anticipated only; the US Department of Education is not bound by an anticipated award date.)
- Grant period: August 15, 2003 to August 14, 2006 (Note: Funding for each year is contingent on the availability of funds and substantial progress during the award period.)

**CONTACT PERSONS**

<u>Program Officer</u>	<u>Area of Responsibility</u>	<u>Telephone</u>
Cheryl Gibbs	Asia, Pacific Islands	202/502-7634
Ed McDermott	Eurasia, Europe, Middle East	202/502-7636
Karla Ver Bryck Block	Africa	202/502-7632
Amy Wilson	Canada, International Studies, Latin America	202/502-7689

**ESTIMATED FUNDING LEVELS**

(Note: The US Department of Education is not bound by the estimates given below.)

- Total amounts estimated for FY 2003:       \$28,715,000 for NRC grants  
  \$26,435,000 for FLAS grants

- Estimated number of institutional grants: 124 NRC grants  
129 FLAS grants
- Estimated Funding range: \$202,000-\$318,000 for NRC grants  
2-8 Academic year and summer awards per  
FLAS grant

## **LIMITATIONS ON USE OF FUNDS**

### **FLAS PROGRAM**

- Grants awarded under the FLAS Fellowship program are for fellowships only. A fellowship consists of a standard institutional payment (in lieu of tuition and fees) and a subsistence allowance. If an institution's tuition rate is lower than the standard institutional payment, the difference between actual tuition and fees and the institutional payment must be used to fund additional fellowships to the extent that funds are available for a full subsistence allowance.

Fellowship amounts for FY2003 FLAS grants are listed below. The amount for the FY2004 and FY2005 may be increased. However, when preparing your budgets use the FY2003 budget figures.

	<b>Academic Year Award</b>	<b>Summer Award</b>
<b>Institutional Payment</b>	\$11,000 (est.)	\$3,600 (est.)
<b>Subsistence Allowance</b>	\$14,000 (est.)	\$2,400 (est.)
<b>Total</b>	\$25,000 (est.)	\$6,000 (est.)
<b>Travel Award (optional)</b>	Not allowed	Actual price of ticket or up to \$1,000, whichever is less

Travel awards may be made for the following purposes:

- To defray a summer FLAS recipient's travel costs when attending a language program at a site other than at the grantee institution, or
  - To bring a summer FLAS awardee enrolled at another institution to the grantee's program.
- Indirect costs may not be charged to the FLAS grant.

### **NRC PROGRAM**

- Equipment costs exceeding 10% of an NRC grant are not allowable.
- Grant funds may not be used to supplant institutional funds.
- Indirect costs may not exceed 8% of the total NRC grant.

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DEPARTMENT OF EDUCATION  
(CFDA No. 84.015A and B)

**Office of Postsecondary Education.**

National Resource Centers (NRC) Program for Foreign Language and Area Studies or Foreign Language and International Studies and Foreign Language and Area Studies (FLAS) Fellowships Program

Notice inviting applications for new awards for fiscal year (FY) 2003.

**PURPOSE OF PROGRAMS:** The NRC Program makes awards to institutions of higher education for establishing or strengthening nationally recognized foreign language and area or international studies centers or programs. NRC awards are used to support undergraduate centers or comprehensive centers, which include undergraduate, graduate, and professional school components.

The FLAS Program awards allocations of fellowships to institutions of higher education to assist meritorious students undergoing graduate training in modern foreign languages and related areas or international studies. FLAS allocations may be used for academic year and summer fellowships.

For fiscal year (FY) 2003 the competition focuses on projects designed to meet the priorities we describe in the PRIORITIES section of this notice.

**ELIGIBLE APPLICANTS:** Institutions of higher education and consortia of institutions of higher education.

**APPLICATIONS AVAILABLE:** September 25, 2002.

**DEADLINE FOR TRANSMITTAL OF APPLICATIONS:** November 12, 2002.

**DEADLINE FOR INTERGOVERNMENTAL REVIEW:** January 11, 2002.

**ESTIMATED AVAILABLE FUNDS:** The Administration has requested \$28,715,000 for the NRC Program and \$26,435,000 for the FLAS Program for FY 2003. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for these programs.

**ESTIMATED RANGE OF AWARDS:** \$202,000 - \$318,000 per year for the NRC Program and \$31,000 - \$372,000 per year for the FLAS Program.

**ESTIMATED AVERAGE SIZE OF AWARDS:** \$231,573 per year for the NRC Program and \$204,922 per year for the FLAS Program.

**ESTIMATED NUMBER OF AWARDS:** 124 NRC awards and 129 FLAS awards. We anticipate the 129 FLAS awards to yield 923 academic year fellowships and 560 summer fellowships.

**Note:** The Department is not bound by any estimates in this notice.



**PROJECT PERIOD:** 36 months, beginning August 15, 2003.

### **SUPPLEMENTARY INFORMATION:**

**FLAS Program Subsistence Allowance:** The subsistence allowance for a fellowship for academic year 2003–2004 will be \$14,000 and the allowance for a summer 2004 fellowship will be \$2,400.

**FLAS Program Institutional Payment:** The institutional payment in lieu of tuition and fees for a fellowship for academic year 2003-2004 will be \$11,000 and the payment for a summer 2004 fellowship will be \$3,600.

**FLAS Program Travel Award:** A travel award for \$1,000 or the actual cost of travel, whichever is less, may be requested in conjunction with summer fellowships that are to be used at language program sites other than the student's home institution.

An applicant's FLAS Program budget should reflect \$25,000 for each academic year fellowship requested, \$6,000 for each summer fellowship requested, and \$1,000 for each summer travel award requested.

**Note:** FLAS Program awards do not include allowances for dependents.

**PAGE LIMIT:** The application narrative (Section C of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the narrative to the equivalent of no more than 35 pages for a single institution application or the equivalent of no more than 45 pages for a consortium application, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions. However, you may single space all text in charts, tables, figures and graphs.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch). However you may use a 10-point font in charts, tables, figures, and graphs.

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one-page abstract or the appendices. However, you must include all of the application narrative in Section C.

We will reject your application if--

- You apply these standards and exceed the page limit; or
- You apply other standards and exceed the equivalent of the page limit.

**APPLICABLE REGULATIONS:** (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 82, 85, 86, 97, 98, and 99. (b) The regulations for the NRC Program in 34 CFR part 656. (c) The regulations for the FLAS Program in 34 CFR part 657. (d) The regulations in 34 CFR part 655.

## PRIORITIES

**Absolute Priority:** This competition focuses on projects designed to meet a priority in the regulations for the NRC Program (34 CFR 656.23(a)(4)).

Teacher training activities: An NRC project funded under this priority must focus on teacher training activities on the language, languages, area studies, or general topic of the center.

Under 34 CFR 75.105(c)(3) we consider only applications that meet the priority.

**Invitational Priorities:** Within the absolute priority listed in this application notice, we are particularly interested in applications that meet one or more of the following invitational priorities.

### *NRC Program Invitational Priority 1.*

Activities designed to increase the number of international experts, including those entering government service and various professional disciplines, with in-depth knowledge of Islamic societies and high-level language proficiency in the languages of those societies.

### *NRC Program Invitational Priority 2.*

Activities designed to strengthen the quality of the center's language program so that students can attain advanced language proficiency in the less and least commonly taught languages.

### *NRC Program Invitational Priority 3.*

Linkages with schools of education designed to improve teacher training in foreign languages, area, or international studies with an emphasis on the less commonly taught languages and areas of the world where those languages are spoken.

### *NRC Program Invitational Priority 4.*

Activities that engage the language resources of local heritage communities where appropriate.

### *NRC Program Invitational Priority 5.*

Collaboration with Title VI language resource centers, the centers for international business education, and the American overseas research centers with a focus on the less and least commonly taught languages and underrepresented professional disciplines.

### *FLAS Program Invitational Priority 1.*

Fellowships to students in the least commonly taught languages who are pursuing advanced level language proficiency.

### *FLAS Program Invitational Priority 2.*

Fellowships to talented students pursuing master's degrees who may be more likely to pursue government service.

Under 34 CFR 75.105(c)(1) we do not give an application that meets one or more of the invitational priorities a competitive or absolute preference over other applications.

**FOR APPLICATIONS AND FURTHER INFORMATION CONTACT:** Cheryl E. Gibbs, Ed McDermott, Karla Ver Bryck Block, or Amy Wilson, International Education and Graduate Programs Service, U.S. Department of Education, 1990 K Street, NW., Suite 6000, Washington, DC 20006-8521. Telephone: (202) 502-7700 or via Internet:

OPE\_NRC-FLAS@ed.gov

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to a program contact person listed under FOR APPLICATIONS AND FURTHER INFORMATION CONTACT.

Individuals with disabilities also may obtain a copy of the application package in an alternative format by contacting that person. However, the Department is not able to reproduce in an alternative format the standard forms included in the application package.

#### **ELECTRONIC ACCESS TO THIS DOCUMENT**

You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

<http://www.ed.gov/legislation/FedRegister>

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC area at (202) 512-1530.

You may also view this document in PDF at the following site:

<http://www.ed.gov/offices/OPE/HEP/iegps/>

**Note:** The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

<http://www.access.gpo.gov/nara/index.html>

**PROGRAM AUTHORITY:** 22 U.S.C. 1122.

Dated:

Sally L. Stroup,  
Assistant Secretary  
Office of Postsecondary Education

# **SECTION B**

## **TITLE VI – INTERNATIONAL EDUCATION PROGRAMS**

### **SEC. 601. INTERNATIONAL AND FOREIGN LANGUAGE STUDIES.**

Part A of title VI (20 U.S.C. 1121 et seq.) is amended to read as follows:

#### **PART A--INTERNATIONAL AND FOREIGN LANGUAGE STUDIES**

##### **SEC. 601. FINDINGS AND PURPOSES.**

(a) FINDINGS- Congress finds as follows:

- (1) The security, stability, and economic vitality of the United States in a complex global era depend upon American experts in and citizens knowledgeable about world regions, foreign languages, and international affairs, as well as upon a strong research base in these areas.
- (2) Advances in communications technology and the growth of regional and global problems make knowledge of other countries and the ability to communicate in other languages more essential to the promotion of mutual understanding and cooperation among nations and their peoples.
- (3) Dramatic post-Cold War changes in the world's geopolitical and economic landscapes are creating needs for American expertise and knowledge about a greater diversity of less commonly taught foreign languages and nations of the world.
- (4) Systematic efforts are necessary to enhance the capacity of institutions of higher education in the United States for--
  - (A) producing graduates with international and foreign language expertise and knowledge; and
  - (B) research regarding such expertise and knowledge.
- (5) Cooperative efforts among the Federal Government, institutions of higher education, and the private sector are necessary to promote the generation and dissemination of information about world regions, foreign languages, and international affairs throughout education, government, business, civic, and nonprofit sectors in the United States.

(b) PURPOSES- The purposes of this part are--

- (1) (A) to support centers, programs, and fellowships in institutions of higher education in the United States for producing increased numbers of trained personnel and research in foreign languages, area studies, and other international studies;
  - (B) to develop a pool of international experts to meet national needs;
  - (C) to develop and validate specialized materials and techniques for foreign language acquisition and fluency, emphasizing (but not limited to) the less commonly taught languages;
  - (D) to promote access to research and training overseas; and
  - (E) to advance the internationalization of a variety of disciplines throughout undergraduate and graduate education;
- (2) to support cooperative efforts promoting access to and the dissemination of international and foreign language knowledge, teaching materials, and research, throughout education, government, business, civic, and nonprofit sectors in the United States, through the use of advanced technologies; and
- (3) to coordinate the programs of the Federal Government in the areas of foreign language, area studies, and other international studies, including professional international affairs education and research.

##### **SEC. 602. GRADUATE AND UNDERGRADUATE LANGUAGE AND AREA CENTERS AND PROGRAMS**

(a) NATIONAL LANGUAGE AND AREA CENTERS AND PROGRAMS AUTHORIZED -

(1) CENTERS AND PROGRAMS -

(A) IN GENERAL - The Secretary is authorized--

- (i) to make grants to institutions of higher education, or combinations thereof, for the purpose of establishing, strengthening, and operating comprehensive foreign language and area or international studies centers and programs; and
- (ii) to make grants to such institutions or combinations for the purpose of establishing, strengthening, and operating a diverse network of undergraduate foreign language and area or international studies centers and programs.

(B) NATIONAL RESOURCES- The centers and programs referred to in paragraph (1) shall be national resources for--

- (i) teaching of any modern foreign language;
- (ii) instruction in fields needed to provide full understanding of areas, regions, or countries in which such language is commonly used;
- (iii) research and training in international studies, and the international and foreign language aspects of professional and other fields of study; and
- (iv) instruction and research on issues in world affairs that concern one or more countries.

(2) AUTHORIZED ACTIVITIES- Any such grant may be used to pay all or part of the cost of establishing or operating a center or program, including the cost of--

- (A) teaching and research materials;
- (B) curriculum planning and development;
- (C) establishing and maintaining linkages with overseas institutions of higher education and other organizations that may contribute to the teaching and research of the center or program;
- (D) bringing visiting scholars and faculty to the center to teach or to conduct research;
- (E) professional development of the center's faculty and staff;
- (F) projects conducted in cooperation with other centers addressing themes of world regional, cross-regional, international, or global importance;
- (G) summer institutes in the United States or abroad designed to provide language and area training in the center's field or topic; and
- (H) support for faculty, staff, and student travel in foreign areas, regions, or countries, and for the development and support of educational programs abroad for students.

(3) GRANTS TO MAINTAIN LIBRARY COLLECTIONS- The Secretary may make grants to centers described in paragraph (1) having important library collections, as determined by the Secretary, for the maintenance of such collections.

(4) OUTREACH GRANTS AND SUMMER INSTITUTES- The Secretary may make additional grants to centers described in paragraph (1) for any one or more of the following purposes:

- (A) Programs of linkage or outreach between foreign language, area studies, or other international fields, and professional schools and colleges.
- (B) Programs of linkage or outreach with 2- and 4-year colleges and universities.
- (C) Programs of linkage or outreach with departments or agencies of Federal and State governments.
- (D) Programs of linkage or outreach with the news media, business, professional, or trade associations.
- (E) Summer institutes in foreign area, foreign language, and other international fields designed to carry out the programs of linkage and outreach described in subparagraphs (A), (B), (C), and (D).

(b) GRADUATE FELLOWSHIPS FOR FOREIGN LANGUAGE AND AREA OR INTERNATIONAL STUDIES-

(1) IN GENERAL- The Secretary is authorized to make grants to institutions of higher education or combinations of such institutions for the purpose of paying stipends to individuals undergoing advanced training in any center or program approved by the Secretary.

(2) ELIGIBLE STUDENTS- Students receiving stipends described in paragraph (1) shall be individuals who are engaged in an instructional program with stated performance goals for functional foreign language use or in a program developing such performance goals, in combination with area studies, international studies, or the international aspects of a professional studies program, including predissertation level studies, preparation for dissertation research, dissertation research abroad, and dissertation writing.

(c) SPECIAL RULE WITH RESPECT TO TRAVEL- No funds may be expended under this part for undergraduate travel except in accordance with rules prescribed by the Secretary setting forth policies and procedures to assure that Federal funds made available for such travel are expended as part of a formal program of supervised study.

(d) ALLOWANCES- Stipends awarded to graduate level recipients may include allowances for dependents and for travel for research and study in the United States and abroad.

[Code of Federal Regulations]  
[Title 34, Volume 3]  
[Revised as of July 1, 2001]  
[CITE: 34CFR655]

## **TITLE 34--EDUCATION**

### **CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION**

#### **PART 655--INTERNATIONAL EDUCATION PROGRAMS--GENERAL PROVISIONS**

##### **Subpart A--General**

Sec.

655.1 Which programs do these regulations govern?

655.3 What regulations apply to the International Education Programs?

655.4 What definitions apply to the International Education Programs?

##### **Subpart B--What Kinds of Projects Does the Secretary Assist?**

655.10 What kinds of projects does the Secretary assist?

##### **Subpart C [Reserved]**

##### **Subpart D--How Does the Secretary Make a Grant?**

655.30 How does the Secretary evaluate an application?

655.31 What general selection criteria does the Secretary use?

655.32 What additional factors does the Secretary consider in making grant awards?

Authority: 20 U.S.C 1121-1130b, unless otherwise noted.

Source: 47 FR 14116, Apr. 1, 1982, unless otherwise noted.

##### **Subpart A--General**

###### **Sec. 655.1 Which programs do these regulations govern?**

The regulations in this part govern the administration of the following programs in international education:

- (a) The National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies (section 602 of the Higher Education Act of 1965, as amended);
- (b) The Language Resource Centers Program (section 603);
- (c) The Undergraduate International Studies and Foreign Language Program (section 604);
- (d) The International Research and Studies Program (section 605); and
- (e) The Business and International Education Program (section 613).

(Authority: 20 U.S.C. 1121-1130b)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64CFR 7739, Feb. 16, 1999]

###### **Sec. 655.3 What regulations apply to the International Education Programs?**

The following regulations apply to the International Education Programs:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
  - (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
  - (2) 34 CFR part 75 (Direct Grant Programs).
  - (3) 34 CFR part 77 (Definitions that Apply to Department Regulations).
  - (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.
  - (5) 34 CFR part 82 (New Restrictions on Lobbying).
  - (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
  - (7) 34 CFR part 86 (Drug-Free Schools and Campuses).
- (b) The regulations in this part 655; and
- (c) As appropriate, the regulations in--

- (1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);
- (2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);
- (3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);
- (4) 34 CFR part 660 (International Research and Studies Program);
- (5) 34 CFR part 661 (Business and International Education Program); and
- (6) 34 CFR part 669 (Language Resource Centers Program).

(Authority: 20 U.S.C. 1121-1127; 1221e-3)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

#### **Sec. 655.4 What definitions apply to the International Education Programs?**

- (a) Definitions in EDGAR. The following terms used in this part and 34 CFR parts 656, 657, 658, 660, 661, and 669 are defined in 34 CFR part 77:

Acquisition	EDGAR	Grant period	Private
Applicant	Equipment	Local educational agency	Public
Application	Facilities	Nonprofit	Secretary
Award	Fiscal year	Project	State educational agency
Budget	Grant	Project period	Supplies
Contract	Grantee		

(Authority: 20 U.S.C. 1121-1127)

- (b) Definitions that apply to these programs: The following definition applies to International Education Programs: Combination of institutions of higher education means a group of institutions of higher education that have entered into a cooperative arrangement for the purpose of carrying out a common objective, or a public or private nonprofit agency, organization, or institution designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf.

Critical languages means each of the languages contained in the list of critical languages designated by the Secretary pursuant to section 212(d) of the Education for Economic Security Act, except that, in the implementation of this definition, the Secretary may set priorities according to the purposes of title VI of the Higher Education Act of 1965, as amended.

Institution of higher education means, in addition to an institution that meets the definition of section 101(a) of the Higher Education Act of 1965, as amended, an institution that meets the requirements of section 101(a) except that (1) it is not located in the United States, and (2) it applies for assistance under title VI of the Higher Education Act of 1965, as amended, in consortia with institutions that meet the definitions in section 101(a).

(Authority: 20 U.S.C. 1121-1127, and 1141)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

#### **Subpart B--What Kinds of Projects Does the Secretary Assist?**

##### **Sec. 655.10 What kinds of projects does the Secretary assist?**

Subpart B of 34 CFR parts 656, 657, 658, 660, 661, and 669 describes the kinds of projects that the Secretary assists under the International Education Programs.

(Authority: 20 U.S.C. 1021-1027)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

#### **Subpart C [Reserved]**

#### **Subpart D--How Does the Secretary Make a Grant?**

##### **Sec. 655.30 How does the Secretary evaluate an application?**

The Secretary evaluates an applications for International Education Programs on the basis of--

- (a) The general criteria in Sec. 655.31; and
- (b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.



(Authority: 20 U.S.C. 1121-1127)  
[64 FR 7739, Feb. 16, 1999]

**Sec. 655.31 What general selection criteria does the Secretary use?**

- (a) Plan of operation.
  - (1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.
  - (2) The Secretary looks for information that shows—
    - (i) High quality in the design of the project;
    - (ii) An effective plan of management that ensures proper and efficient administration of the project;
    - (iii) A clear description of how the objectives of the project relate to the purpose of the program;
    - (iv) The way the applicant plans to use its resources and personnel to achieve each objective; and
    - (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—
  - (3) Members of racial or ethnic minority groups;
  - (4) Women; and
  - (5) Handicapped persons.
- (b) Quality of key personnel.
  - (1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.
  - (2) The Secretary looks for information that shows--
    - (i) The qualifications of the project director (if one is to be used);
    - (ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and
    - (iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and
    - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.
  - (3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.
- (c) Budget and cost effectiveness.
  - (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
  - (2) The Secretary looks for information that shows--
    - (i) The budget for the project is adequate to support the project activities; and
    - (ii) Costs are reasonable in relation to the objectives of the project.
- (d) Evaluation plan.
  - (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
  - (2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.
- (e) Adequacy of resources.
  - (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.
  - (2) The Secretary looks for information that shows--
    - (i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and
    - (ii) The equipment and supplies that the applicant plans to use are adequate.

(Authority: 20 U.S.C. 1121-1127)

**Sec. 655.32 What additional factors does the Secretary consider in making grant awards?**

Except for 34 CFR parts 656, 657, and 661, to the extent practicable and consistent with the criterion of excellence, the Secretary seeks to achieve an equitable distribution of funds throughout the Nation.

(Authority: 20 U.S.C. 1126(b)).  
[58 FR 32575, June 10, 1993]

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## **TITLE 34—EDUCATION**

### **CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION**

#### **PART 656--NATIONAL RESOURCE CENTERS PROGRAM FOR FOREIGN LANGUAGE AND AREA STUDIES OR FOREIGN LANGUAGE AND INTERNATIONAL STUDIES**

##### **Subpart A--General**

Sec.

656.1 What is the National Resource Centers Program?

656.2 Who is eligible to receive a grant?

656.3 What activities define a comprehensive or undergraduate National Resource Center?

656.4 What types of Centers receive grants?

656.5 What activities may be carried out?

656.6 What regulations apply?

What definitions apply?

##### **Subpart B--How Does One Apply for a Grant?**

656.10 What combined application may an institution submit?

##### **Subpart C--How Does the Secretary Make a Grant?**

656.20 How does the Secretary evaluate an application?

656.21 What selection criteria does the Secretary use to evaluate an application for a comprehensive Center?

656.22 What selection criteria does the Secretary use to evaluate an application for an undergraduate Center?

656.23 What priorities may the Secretary establish?

##### **Subpart D--What Conditions Must Be Met by a Grantee?**

656.30 What are allowable costs and limitations on allowable costs?

Authority: 20 U.S.C. 1122, unless otherwise noted.

Source: 61 FR 50193, Sept. 24, 1996, unless otherwise noted.

##### **Subpart A--General**

###### **Sec. 656.1 What is the National Resource Centers Program?**

Under the National Resource Centers Program for Foreign Language and Areas Studies or Foreign Language and International Studies (National Resource Centers Program), the Secretary awards grants to institutions of higher education and combinations of institutions to establish, strengthen, and operate comprehensive and undergraduate Centers that will be national resources for—

- (a) Teaching of any modern foreign language;
- (b) Instruction in fields needed to provide full understanding of areas, regions, or countries in which the modern foreign language is commonly used;
- (c) Research and training in international studies and the international and foreign language aspects of professional and other fields of study; and
- (d) Instruction and research on issues in world affairs that concern one or more countries.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 64 FR 7739, Feb. 16, 1999]

###### **Sec. 656.2 Who is eligible to receive a grant?**

An institution of higher education or a combination of institutions of higher education is eligible to receive a grant under this part.

(Authority: 20 U.S.C. 1122)

**Sec. 656.3 What activities define a comprehensive or undergraduate National Resource Center?**

A comprehensive or undergraduate National Resource Center--

- (a) Teaches at least one modern foreign language;
- (b) Provides--
  - (1) Instruction in fields necessary to provide a full understanding of the areas, regions, or countries in which the modern foreign language taught is commonly used;
  - (2) Resources for research and training in international studies, and the international and foreign language aspects of professional and other fields of study; or
  - (3) Instruction and research on issues in world affairs that concern one or more countries
- (c) Provides outreach and consultative services on a national, regional, and local basis;
- (d) Maintains linkages with overseas institutions of higher education and other organizations that may contribute to the teaching and research of the Center;
- (e) Maintains important library collections;
- (f) Employs faculty engaged in training and research that relates to the subject area of the Center;
- (g) Conducts projects in cooperation with other centers addressing themes of world, regional, cross-regional, international, or global importance; and
- (h) Conducts summer institutes in the United States or abroad designed to provide language and area training in the Center's field or topic.

(Authority: 20 U.S.C. 1122)

[64 FR 7739, Feb. 16, 1999]

**Sec. 656.4 What types of Centers receive grants?**

The Secretary awards grants to Centers that

- (a) Focus on--
  - (1) A single country or on a world area (such as East Asia, Africa, or the Middle East) and offer instruction in the principal language or languages of that country or area and those disciplinary fields necessary to provide a full understanding of the country or area; or
  - (2) International studies or the international aspects of contemporary issues or topics (such as international business or energy) while providing instruction in modern foreign languages; and
- (b) Provide training at the--
  - (1) Graduate, professional, and undergraduate levels, as a comprehensive Center; or
  - (2) Undergraduate level only, as an undergraduate Center.

(Authority: 20 U.S.C. 1122)

**Sec. 656.5 What activities may be carried out?**

- (a) A Center may carry out any of the activities described in Sec. 656.3 under a grant received under this part.
- (b) The Secretary may make an additional grant to a Center for any one or a combination of the following purposes:
  - (1) Linkage or outreach between foreign language, area studies, and other international fields and professional schools and colleges.
  - (2) Linkage or outreach with 2- and 4-year colleges and universities.
  - (3) Linkage or outreach with departments or agencies of Federal and State governments.
  - (4) Linkage or outreach with the news media, business, professional, or trade associations.
  - (5) Summer institutes in foreign area, foreign language, and other international fields designed to carry out the activities in paragraphs (b)(1) through (4) of this section.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 64 FR 7739, Feb. 16, 1999]

**Sec. 656.6 What regulations apply?**

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 656.

(Authority: 20 U.S.C. 1122)

**Sec. 656.7 What definitions apply?**

The following definitions apply to this part:

- (a) The definitions in 34 CFR part 655.

- (b) Area studies means a program of comprehensive study of the aspects of a world area's society or societies, including study of history, culture, economy, politics, international relations, and languages.
- (c) Center means an administrative unit of an institution of higher education that has direct access to highly qualified faculty and library resources, and coordinates a concentrated effort of educational resources, including language training and various academic disciplines, in the area and subject matters described in Sec. 656.3.
- (d) Comprehensive Center means a Center that—
  - (1) Contributes significantly to the national interest in advanced research and scholarship;
  - (2) Offers intensive language instruction;
  - (3) Maintains important library collections related to the area of its specialization;
  - (4) Makes training available to a graduate, professional, and undergraduate clientele; and
  - (5) Engages in curriculum development and community outreach.
- (e) For purposes of this section, intensive language instruction means instruction of at least five contact hours per week during the academic year or the equivalent of a full academic year of language instruction during the summer.
- (f) Undergraduate Center means an administrative unit of an institution of higher education that--
  - (1) Contributes significantly to the national interest through the education of students who matriculate into advanced language and area studies programs or professional school programs;
  - (2) Incorporates substantial international and foreign language content into baccalaureate degree program;
  - (3) Makes training available predominantly to undergraduate students; and
  - (4) Engages in research, curriculum development, and community outreach.

(Authority: 20 U.S.C. 1122)

#### **Subpart B--How Does One Apply for a Grant?**

##### **Sec. 656.10 What combined application may an institution submit?**

An institution that wishes to apply for a grant under this part and for an allocation of fellowships under 34 CFR part 657 may submit one application for both.

(Authority: 20 U.S.C. 1122)

#### **Subpart C--How Does the Secretary Make a Grant?**

##### **Sec. 656.20 How does the Secretary evaluate an application?**

- (a) The Secretary evaluates an application for a comprehensive Center under the criteria contained in Sec. 656.21, and for an undergraduate Center under the criteria contained in Sec. 656.22.
- (b) In general, the Secretary awards up to 155 possible points for these criteria. However, if the criterion in Sec. 656.21(j) or Sec. 656.22(j) is used, the Secretary awards up to 165 possible points. The maximum possible points for each criterion are shown in parentheses.

(Authority: 20 U.S.C. 1122)

##### **Sec. 656.21 What selection criteria does the Secretary use to evaluate an application for a comprehensive Center?**

The Secretary uses the following criteria in evaluating an application for a comprehensive Center:

- (a) Program planning and budget. (20 points) The Secretary reviews each application to determine--
  - (1) The extent to which the activities for which the applicant seeks funding are of high quality and directly related to the purpose of the National Resource Centers Program (5 points);
  - (2) The extent to which the applicant provides a development plan or timeline demonstrating how the proposed activities will contribute to a strengthened program and whether the applicant uses its resources and personnel effectively to achieve the proposed objectives (5 points);
  - (3) The extent to which the costs of the proposed activities are reasonable in relation to the objectives of the program (5 points); and
  - (4) The long-term impact of the proposed activities on the institution's undergraduate, graduate, and professional training programs (5 points).
- (b) Quality of staff resources. (20 points) The Secretary reviews each application to determine—
  - (1) The extent to which teaching faculty and other staff are qualified for the current and proposed Center activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students (10 points);
  - (2) The adequacy of Center staffing and oversight arrangements, including outreach and administration and the extent to which faculty from a variety of departments, professional schools, and the library are involved (5 points); and
  - (3) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally

underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly (5 points).

- (c) Impact and evaluation. (20 points) The Secretary reviews each application to determine—
  - (1) The extent to which the Center's activities and training programs have a significant impact on the university, community, region, and the Nation as shown through indices such as enrollments, graduate placement data, participation rates for events, and usage of Center resources; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly (10 points); and
  - (2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program (10 points).
- (d) Commitment to the subject area on which the Center focuses. (10 points) The Secretary reviews each application to determine the extent to which the institution provides financial and other support to the operation of the Center, teaching staff for the Center's subject area, library resources, linkages with institutions abroad, outreach activities, and qualified students in fields related to the Center.
- (e) Strength of library. (15 points) The Secretary reviews each application to determine--
  - (1) The strength of the institution's library holdings (both print and non-print, English and foreign language) in the subject area and at the educational levels (graduate, professional, undergraduate) on which the Center focuses; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the Center (10 points); and
  - (2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases and the extent to which teachers, students, and faculty from other institutions are able to access the library's holdings (5 points).
- (f) Quality of the Center's non-language instructional program. (20 points) The Secretary reviews each application to determine—
  - (1) The quality and extent of the Center's course offerings in a variety of disciplines, including the extent to which courses in the Center's subject matter are available in the institution's professional schools (5 points);
  - (2) The extent to which the Center offers depth of specialized course coverage in one or more disciplines of the Center's subject area (5 points);
  - (3) The extent to which the institution employs a sufficient number of teaching faculty to enable the Center to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training (5 points); and
  - (4) The extent to which interdisciplinary courses are offered for undergraduate and graduate students (5 points).
- (g) Quality of the Center's language instructional program. (20 points) The Secretary reviews each application to determine—
  - (1) The extent to which the Center provides instruction in the languages of the Center's subject area and the extent to which students enroll in the study of the languages of the subject area through programs or instruction offered by the Center or other providers (5 points);
  - (2) The extent to which the Center provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages (5 points);
  - (3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching (5 points); and
  - (4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements (5 points).
- (h) Quality of curriculum design. (15 points) The Secretary reviews each application to determine—
  - (1) The extent to which the Center's curriculum has incorporated undergraduate instruction in the applicant's area or topic of specialization into baccalaureate degree programs (for example, major, minor, or certificate programs) and the extent to which these programs and their requirements (including language requirements) are appropriate for a Center in this subject area and will result in an undergraduate training program of high quality (5 points);
  - (2) The extent to which the Center's curriculum provides training options for graduate students from a variety of disciplines and professional fields and the extent to which these programs and their requirements (including language requirements) are appropriate for a Center in this subject area and result in graduate training programs of high quality (5 points); and
  - (3) The extent to which the Center provides academic and career advising services for students; the extent to which the Center has established formal arrangements for students to conduct research or study abroad and

the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs (5 points).

- (i) Outreach activities. (15 points) The Secretary reviews each application to determine the extent to which the Center demonstrates a significant and measurable regional and national impact of, and faculty and professional school involvement in, domestic outreach activities that involve—
  - (1) Elementary and secondary schools (5 points);
  - (2) Postsecondary institutions (5 points); and
  - (3) Business, media, and the general public (5 points).
- (j) Degree to which priorities are served. (10 points) If, under the provisions of Sec. 656.23, the Secretary establishes competitive priorities for Centers, the Secretary considers the degree to which those priorities are being served.

(Approved by the Office of Management and Budget under control number 1840-0068)

(Authority: 20 U.S.C. 1122)

**Sec. 656.22 What selection criteria does the Secretary use to evaluate an application for an undergraduate Center?**

The Secretary uses the following criteria in evaluating an application for an undergraduate Center:

- (a) Program planning and budget. (20 points) The Secretary reviews each application to determine—
  - (1) The extent to which the activities for which the applicant seeks funding are of high quality and directly related to the purpose of the National Resource Centers Program (5 points);
  - (2) The extent to which the applicant provides a development plan or timeline demonstrating how the proposed activities will contribute to a strengthened program and whether the applicant uses its resources and personnel effectively to achieve the proposed objectives (5 points);
  - (3) The extent to which the costs of the proposed activities are reasonable in relation to the objectives of the program (5 points); and
  - (4) The long-term impact of the proposed activities on the institution's undergraduate training program (5 points).
- (b) Quality of staff resources. (20 points) The Secretary reviews each application to determine—
  - (1) The extent to which teaching faculty and other staff are qualified for the current and proposed Center activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students (10 points);
  - (2) The adequacy of Center staffing and oversight arrangements, including outreach and administration and the extent to which faculty from a variety of departments, professional schools, and the library are involved (5 points); and
  - (3) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly (5 points).
- (c) Impact and evaluation. (20 points) The Secretary reviews each application to determine—
  - (1) The extent to which the Center's activities and training programs have a significant impact on the university, community, region, and the Nation as shown through indices such as enrollments, graduate placement data, participation rates for events, and usage of Center resources; the extent to which students matriculate into advanced language and area or international studies programs or related professional programs; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly (10 points); and
  - (2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program (10 points).
- (d) Commitment to the subject area on which the Center focuses. (10 points) The Secretary reviews each application to determine the extent to which the institution provides financial and other support to the operation of the Center, teaching staff for the Center's subject area, library resources, linkages with institutions abroad, outreach activities, and qualified students in fields related to the Center.
- (e) Strength of library. (15 points) The Secretary reviews each application to determine—
  - (1) The strength of the institution's library holdings (both print and non-print, English and foreign language) in the subject area and at the educational levels (graduate, professional, undergraduate) on which the Center focuses; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the Center (10 points); and

- (2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases and the extent to which teachers, students, and faculty from other institutions are able to access the library's holdings (5 points).
- (f) Quality of the Center's non-language instructional program. (20 points) The Secretary reviews each application to determine—
  - (1) The quality and extent of the Center's course offerings in a variety of disciplines (5 points);
  - (2) The extent to which the Center offers depth of specialized course coverage in one or more disciplines of the Center's subject area (5 points);
  - (3) The extent to which the institution employs a sufficient number of teaching faculty to enable the Center to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training (5 points); and
  - (4) The extent to which interdisciplinary courses are offered for undergraduate students (5 points).
- (g) Quality of the Center's language instructional program. (20 points) The Secretary reviews each application to determine—
  - (1) The extent to which the Center provides instruction in the languages of the Center's subject area and the extent to which students enroll in the study of the languages of the subject area through programs offered by the Center or other providers (5 points);
  - (2) The extent to which the Center provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages (5 points);
  - (3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching (5 points); and
  - (4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements (5 points).
- (h) Quality of curriculum design. (15 points) The Secretary reviews each application to determine—
  - (1) The extent to which the Center's curriculum has incorporated undergraduate instruction in the applicant's area or topic of specialization into baccalaureate degree programs (for example, major, minor, or certificate programs) and the extent to which these programs and their requirements (including language requirements) are appropriate for a Center in this subject area and will result in an undergraduate training program of high quality (10 points); and
  - (2) The extent to which the Center provides academic and career advising services for students; the extent to which the Center has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs (5 points).
- (i) Outreach activities. (15 points) The Secretary reviews each application to determine the extent to which the Center demonstrates a significant and measurable regional and national impact of, and faculty and professional school involvement in, domestic outreach activities that involve—
  - (1) Elementary and secondary schools (5 points);
  - (2) Postsecondary institutions (5 points); and
  - (3) Business, media and the general public (5 points).
- (j) Degree to which priorities are served. (10 points) If, under the provisions of Sec. 656.23, the Secretary establishes competitive priorities for Centers, the Secretary considers the degree to which those priorities are being served. (Approved by the Office of Management and Budget under control number 1840-0068.)

(Authority: 20 U.S.C. 1122)

**Sec. 656.23 What priorities may the Secretary establish?**

- (a) The Secretary may select one or more of the following funding priorities:
  - (1) Specific countries or world areas, such as, for example, East Asia, Africa, or the Middle East.
  - (2) Specific focus of a Center, such as, for example, a single world area; international studies; a particular issue or topic, e.g., business, development issues, or energy; or any combination.
  - (3) Level or intensiveness of language instruction, such as intermediate or advanced language instruction, or instruction at an intensity of 10 contact hours or more per week.
  - (4) Types of activities to be carried out, for example, cooperative summer intensive language programs, course development, or teacher training activities.
- (b) The Secretary may select one or more of the activities listed in Sec. 656.5 as a funding priority.
- (c) The Secretary announces any priorities in the application notice published in the Federal Register.

(Authority: 20 U.S.C. 1122)

Subpart D--What Conditions Must Be Met By a Grantee?

Sec. 656.30 What are allowable costs and limitations on allowable costs?

- (a) Allowable costs. Except as provided under paragraph (b) of this section, a grant awarded under this part may be used to pay all or part of the cost of establishing, strengthening, or operating a comprehensive or undergraduate Center including, but not limited to, the cost of—
  - (1) Faculty and staff salaries and travel;
  - (2) Library acquisitions;
  - (3) Teaching and research materials;
  - (4) Curriculum planning and development;
  - (5) Bringing visiting scholars and faculty to the Center to teach, conduct research, or participate in conferences or workshops;
  - (6) Training and improvement of staff;
  - (7) Projects conducted in cooperation with other centers addressing themes of world, regional, cross-regional, international, or global importance; and
  - (8) Summer institutes in the United States or abroad designed to provide language and area training in the Center's field or topic.
- (b) Limitations on allowable costs. The following are limitations on allowable costs:
  - (1) Equipment costs exceeding 10 percent of the grant are not allowable.
  - (2) Funds for undergraduate travel are allowable only in conjunction with a formal program of supervised study in the subject area on which the Center focuses.
  - (3) Grant funds may not be used to supplant funds normally used by applicants for purposes of this part.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 64 FR 7739, Feb. 16, 1999]



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**TITLE 34—EDUCATION**  
**CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION**  
**PART 657--FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS PROGRAM**

**Subpart A--General**

Sec.

- 657.1 What is the Foreign Language and Area Studies Fellowship Program?
- 657.2 Who is eligible to receive an allocation of fellowships?
- 657.3 Who is eligible to receive a fellowship?
- 657.4 What regulations apply?
- 657.5 What definitions apply?

**Subpart B--How Does an Institution or a Student Submit an Application?**

- 657.10 What combined application may an institution submit?
- 657.11 How does a student apply for a fellowship?

**Subpart C--How Does the Secretary Select an Institution for an Allocation of Fellowships?**

- 657.20 How does the Secretary evaluate an institutional application for an allocation of fellowships?
- 657.21 What criteria does the Secretary use in selecting institutions for an allocation of fellowships?
- 657.22 What priorities may the Secretary establish?

**Subpart D--What Conditions Must Be Met By a Grantee and a Fellow?**

- 657.30 What is the duration of and what are the limitations on fellowships awarded to individuals by institutions?
- 657.31 What is the amount of a fellowship?
- 657.32 What is the payment procedure for fellowships?
- 657.33 What are the limitations on the use of funds for overseas fellowships?
- 657.34 Under what circumstances must an institution terminate a fellowship?

Authority: 20 U.S.C. 1122, unless otherwise noted.

Source: 61 FR 50202, Sept. 24, 1996, unless otherwise noted.

**Subpart A--General**

**Sec. 657.1 What is the Foreign Language and Area Studies Fellowships Program?**

Under the Foreign Language and Area Studies Fellowships Program, the Secretary awards fellowships, through institutions of higher education, to students who are—

- (a) Enrolled for graduate training in a Center or program approved by the Secretary under this part; and
- (b) Undergoing performance-based modern foreign language training or training in a program for which performance-based modern foreign language instruction is being developed, in combination with area studies, international studies, or the international aspects of professional studies.

(Authority: 20 U.S.C. 1122)

**Sec. 657.2 Who is eligible to receive an allocation of fellowships?**

- (a) The Secretary awards an allocation of fellowships to an institution of higher education or to a combination of institutions of higher education that—
  - (1) Operates a Center or program approved by the Secretary under this part;
  - (2) Teaches modern foreign languages under a program described in paragraph (b) of this section; and
  - (3) In combination with the teaching described in paragraph (a)(2) of this section—
    - (i) Provides instruction in the disciplines needed for a full understanding of the area, regions, or countries in which the foreign languages are commonly used; or
    - (ii) Conducts training and research in international studies, the international aspects of professional and other fields of study, or issues in world affairs that concern one or more countries.

- (b) In teaching those modern foreign languages for which an allocation of fellowships is made available, the institution must be either using a program of performance-based training or developing a performance-based training program.
- (c) The Secretary uses the criteria in Sec. 657.21 both to approve Centers and programs for the purpose of receiving an allocation of fellowships and to evaluate applications for an allocation of fellowships.
- (d) An institution does not need to receive a grant under the National Resource Center Program (34 CFR part 656) to receive an allocation of fellowships under this part.

(Authority: 20 U.S.C. 1122)

### **Sec. 657.3 Who is eligible to receive a fellowship?**

A student is eligible to receive a fellowship if the student—

- (a) Is a citizen or national of the United States; or
- (b) Is a permanent resident of the United States;
- (c) Is accepted for enrollment or is enrolled—
  - (1) In an institution receiving an allocation of fellowships; and
  - (2) In a program that combines modern foreign language training with—
    - (i) Area or international studies; or
    - (ii) Research and training in the international aspects of professional and other fields of study;
- (d) Shows potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine; and
- (e) Is enrolled in a program of modern foreign language training in a language for which the institution has developed or is developing performance-based instruction.

(Authority: 20 U.S.C. 1122)

### **Sec. 657.4 What regulations apply?**

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 657.

(Authority: 20 U.S.C. 1122)

### **Sec. 657.5 What definitions apply?**

The following definitions apply to this part:

- (a) The definitions in 34 CFR 655.4.
- (b) Center means an administrative unit of an institution of higher education that has direct access to highly qualified faculty and library resources, and coordinates a concentrated effort of educational activities, including training in modern foreign languages and various academic disciplines, in its subject area.
- (c) Fellow means a person who receives a fellowship under this part.
- (d) Fellowship means the payment a fellow receives under this part.
- (e) Program means a concentration of educational resources and activities in modern foreign language training and related studies.

(Authority: 20 U.S.C. 1122)

## **Subpart B--How Does an Institution or a Student Submit an Application?**

### **Sec. 657.10 What combined application may an institution submit?**

An institution that wishes to apply for an allocation of fellowships and for a grant to operate a Center under 34 CFR part 656 may submit a combined application for both grants to the Secretary.

(Authority: 20 U.S.C. 1122)

### **Sec. 657.11 How does a student apply for a fellowship?**

- (a) A student shall apply for a fellowship directly to an institution of higher education that has received an allocation of fellowships.
- (b) The applicant shall provide sufficient information to enable the institution to determine whether he or she is eligible to receive a fellowship and whether he or she should be selected to receive a fellowship.

(Authority: 20 U.S.C. 1122)

## **Subpart C--How Does the Secretary Select an Institution for an Allocation of Fellowships?**

### **Sec. 657.20 How does the Secretary evaluate an institutional application for an allocation of fellowships?**

- (a) The Secretary evaluates an application for an allocation of fellowships on the basis of the quality of the applicant's Center or program. The applicant's Center or program is evaluated and approved under the criteria in Sec. 657.21.
- (b) In general, the Secretary awards up to 140 possible points for these criteria. However, if priority criteria are used, the Secretary awards up to 150 possible points. The maximum possible points for each criterion are shown in parentheses. (Authority: 20 U.S.C. 1122)

### **Sec. 657.21 What criteria does the Secretary use in selecting institutions for an allocation of fellowships?**

- (a) Foreign language and area studies fellowships awardee selection procedures. (15 points) The Secretary reviews each application to determine whether the selection plan is of high quality, showing how awards will be advertised, how students apply, what selection criteria are used, who selects the fellows, when each step will take place, and how the process will result in awards being made to correspond to any announced priorities.
- (b) Quality of staff resources. (15 points) The Secretary reviews each application to determine—
  - (1) The extent to which teaching faculty and other staff are qualified for the current and proposed activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students (5 points);
  - (2) The adequacy of applicant staffing and oversight arrangements and the extent to which faculty from a variety of departments, professional schools, and the library are involved (5 points); and
  - (3) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly (5 points).
- (c) Impact and evaluation. (20 points) The Secretary reviews each application to determine—
  - (1) The extent to which the applicant's activities and training programs have contributed to an improved supply of specialists on the program's subject as shown through indices such as graduate enrollments and placement data; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly (15 points); and
  - (2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program (5 points).
- (d) Commitment to the subject area on which the applicant or program focuses. (10 points) The Secretary reviews each application to determine—
  - (1) The extent to which the institution provides financial and other support to the operation of the applicant, teaching staff for the applicant's subject area, library resources, and linkages with institutions abroad (5 points); and
  - (2) The extent to which the institution provides financial support to graduate students in fields related to the applicant's teaching program (5 points).
- (e) Strength of library. (15 points) The Secretary reviews each application to determine—
  - (1) The strength of the institution's library holdings (both print and non-print, English and foreign language) for graduate students; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the applicant (10 points); and
  - (2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases (5 points).
- (f) Quality of the applicant's non-language instructional program. (25 points) The Secretary reviews each application to determine—
  - (1) The quality and extent of the applicant's course offerings in a variety of disciplines, including the extent to which courses in the applicant's subject matter are available in the institution's professional schools (10 points);
  - (2) The extent to which the applicant offers depth of specialized course coverage in one or more disciplines on the applicant's subject area (5 points);
  - (3) The extent to which the institution employs a sufficient number of teaching faculty to enable the applicant to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training (5 points); and
  - (4) The extent to which interdisciplinary courses are offered for graduate students (5 points).
- (g) Quality of the applicant's language instructional program. (20 points) The Secretary reviews each application to determine—

- (1) The extent to which the applicant provides instruction in the languages of the applicant's subject area and the extent to which students enroll in the study of the languages of the subject area through programs or instruction offered by the applicant or other providers (5 points);
  - (2) The extent to which the applicant provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages (5 points);
  - (3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching (5 points); and
  - (4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements (5 points).
- (h) Quality of curriculum design. (20 points) The Secretary reviews each application to determine—
- (1) The extent to which the applicant's curriculum provides training options for graduate students from a variety of disciplines and professional fields and the extent to which these programs and their requirements (including language requirements) are appropriate for an applicant in this subject area and result in graduate training programs of high quality (10 points);
  - (2) The extent to which the applicant provides academic and career advising services for students (5 points); and
  - (3) The extent to which the applicant has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs (5 points).
- (i) Priorities. (10 points) If one or more competitive priorities have been established under Sec. 657.22, the Secretary reviews each application for information that shows the extent to which the Center or program meets these priorities.

(Approved by the Office of Management and Budget under control number 1840-0068)

(Authority: 20 U.S.C. 1122)

#### **Sec. 657.22 What priorities may the Secretary establish?**

- (a) The Secretary may establish one or more of the following priorities for the allocation of fellowships:
- (1) Specific world areas, or countries, such as East Asia or Mexico.
  - (2) Languages, such as Chinese.
  - (3) Levels of language offerings.
  - (4) Academic disciplines, such as linguistics or sociology.
  - (5) Professional studies, such as business, law, or education;
  - (6) Particular subjects, such as population growth and planning, or international trade and business.
  - (7) A combination of any of these categories.
- (b) The Secretary announces any priorities in the application notice published in the Federal Register.

(Authority: 20 U.S.C. 1122)

#### **Subpart D--What Conditions Must Be Met by a Grantee and a Fellow?**

##### **Sec. 657.30 What is the duration of and what are the limitations on fellowships awarded to individuals by institutions?**

- (a) Duration. An institution may award a fellowship to a student for—
- (1) One academic year; or
  - (2) One summer session if the summer session provides the fellow with the equivalent of one academic year of modern foreign language study.
- (b) Vacancies. If a fellow vacates a fellowship before the end of an award period, the institution to which the fellowship is allocated may reaward the balance of the fellowship to another student if—
- (1) The student meets the eligibility requirements in Sec. 657.3; and
  - (2) The remaining fellowship period comprises at least one full academic quarter, semester, trimester, or summer session as described in paragraph (a)(2) of this section.

(Authority: 20 U.S.C. 1122)

##### **Sec. 657.31 What is the amount of a fellowship?**

- (a) (1) In institution shall award a stipend to fellowship recipients.

- (2) Each fellowship includes an institutional payment and a subsistence allowance to be determined by the Secretary.
- (3) If the institutional payment determined by the Secretary is greater than the tuition and fees charged by the institution, the institutional payment portion of the fellowship is limited to actual tuition and fees. The difference between actual tuition and fees and the Secretary's institutional payment shall be used to fund additional fellowships to the extent that funds are available for a full subsistence allowance.
- (4) If permitted by the Secretary, the fellowship may include an allowance for travel and an allowance for dependents.
- (b) The Secretary announces in an application notice published in the Federal Register—
  - (1) The amounts of the subsistence allowance and the institutional payment for an academic year and the subsistence allowance and the institutional payment for a summer session;
  - (2) Whether travel and dependents' allowances will be permitted; and
  - (3) The amount of travel and dependents' allowances.

(Authority: 20 U.S.C. 1122)

**Sec. 657.32 What is the payment procedure for fellowships?**

- (a) An institution shall pay a fellow his or her subsistence and any other allowance in installments during the term of the fellowship.
- (b) An institution shall make a payment only to a fellow who is in good standing and is making satisfactory progress.
- (c) The institution shall make appropriate adjustments of any overpayment or underpayment to a fellow.
- (d) Funds not used by one recipient for reasons of withdrawal are to be used for alternate recipients to the extent that funds are available for a full subsistence allowance.

(Authority: 20 U.S.C. 1122)

**Sec. 657.33 What are the limitations on the use of funds for overseas fellowships?**

- (a) Before awarding a fellowship for use outside the United States, an institution shall obtain the approval of the Secretary.
- (b) The Secretary may approve the use of a fellowship outside the United States if the student is—
  - (1) Enrolled in an overseas foreign language program approved by the institution at which the student is enrolled in the United States for study at an intermediate or advanced level or at the beginning level if appropriate equivalent instruction is not available in the United States; or
  - (2) Engaged during the academic year in research that cannot be done effectively in the United States and is affiliated with an institution of higher education or other appropriate organization in the host country.

(Authority: 20 U.S.C. 1122)

**Sec. 657.34 Under what circumstances must an institution terminate a fellowship?**

An institution shall terminate a fellowship if—

- (a) The fellow is not making satisfactory progress, is no longer enrolled, or is no longer in good standing at the institution; or
- (b) The fellow fails to follow the course of study, including modern foreign language study, for which he or she applied, unless a revised course of study is otherwise approvable under this part.

(Authority: 20 U.S.C. 1122)

# SECTION C

## Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0068**. The time required to complete this information collection is estimated to average **120** hours for the project director per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** National Resource Center and Foreign Language and Area Studies Fellowship Programs, U.S. Department of Education, 400 Maryland Avenue, S.W., (1900 K Street, NW 6<sup>th</sup> Floor) Washington, D.C. 20202-4651.

## APPLICATION SECTIONS AND INSTRUCTIONS

**Table of Contents:** Include a one-page table of contents.

**Abstract:** Provide a one-page abstract. Include the following:

- Description of Center or Program
- Mission
- Degree Programs
- Language(s) and Discipline(s) Coverage
- Faculty
- Enhancement Activities unique to the center or program
- Library
- Outreach
- Overview of what is to be achieved with FY03-05 funding

**Budget:** See required Education Department forms and instructions. In addition to the required budget forms, applications must include detailed budgets (costs and descriptions) for each year of the grant. Cross-references to the narrative, and appendices are helpful.

**Narrative:** The narrative must respond to the NRC and FLAS programs, and purposes of their respective selection criteria. The evaluation criteria are found in the following sections of the CFR:

Comprehensive Centers (84.015A)	34 CFR §656.21
Undergraduate Centers (84.015A)	34 CFR §656.22
Foreign Language and Area Studies Fellowships (84.015B)	34 CFR §657.21

In developing the narrative, applicants are encouraged to follow the order of the criteria listed in the Technical Review Form on page 5d. All relevant material (text, charts, tables) should be included in the body of the narrative. Cross-references to the budget section and appendices may be used.

**PAGE LIMIT:** You must limit the narrative to 35 double-spaced pages for a single institution's application or 45 double-spaced pages for a consortium's application using the following standards:

A "page" is 8.5" x 11", text on one side only, with 1" margins at the top, bottom, and both sides. You must double-space (no more than three lines per vertical inch) all text in the application narrative. However, you may single space charts, tables, figures or graphs.

Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch). However you may use a 10-point font in charts, tables, figures, and graphs.

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one-page abstract or the appendices. However, you must include all of the application narrative in Section C.

If you use font size, spacing, or margins smaller than the standards in this notice, your application will not be evaluated, in accordance with Education Department General Administrative Regulations section 75.218.

## Appendices

*The font and spacing restrictions imposed on the narrative do not apply to the appendices.*

Each application must include only three appendices. Appendices in excess of the three required items will not be considered.

1. **Timeline:** A timeline is relevant to the NRC Program application only. The timeline reflects all proposed program development activities to be funded during the three-year grant period. The timeline represents activities that contribute to strengthening of the overall program. The timeline must not exceed three pages.

Cross-reference pages in the narrative, when appropriate. Identify activities that are new, continuing, or ending during the three-year cycle. Demonstrate how costs will be picked up by the institution(s). Use color or shading to illustrate program development, cost sharing, and other strategies for institutionalizing the activities.

If applying as a consortium, clearly identify the institution(s) conducting the activity(ies).

2. **Course List:** Present the course list on double-sided pages.

The course list must include information for the following three years:

- 2001-2002 courses and enrollments
- 2002-2003 courses being offered
- 2003-2004 courses to be offered

Indicate the number of credits per course. Include information on courses that are cross-listed. Identify courses that will be funded by the grant in 2003-2004.

For courses with less than 100% (but equal to or more than 25%) area or international content, include the percent of area/international content with a notation explaining the percent. Be sure to explain the inclusion of courses from whose titles the area or international content cannot be easily discerned; for example, including in a Latin American Studies Course List an International Economics course taught by a Latin Americanist and for which 50% of the readings focus on Latin American case studies. Do not include courses with less than 25% area or international content.

3. **Faculty Biographical Information (Bios):** Present two bios per page and double-side the pages in this section. It is helpful if a table of contents precedes the biographical information, to assist the readers in locating a specific bio. You may organize the bios in alphabetical order or by discipline. Include information for all teaching and other professional staff directly involved in the applicant's training program. Please include information about language pedagogy background for language faculty.

Include the following:

- Department and tenure status
- Education
- Academic experience
- Overseas experience
- Language(s) with proficiency level indicated (Note: include scale for explanation)
- Percent of time dedicated to area/international studies courses
- Area/International studies courses taught
- Research and teaching specialization
- Recent publications
- Number of dissertations or theses supervised in past five years
- Distinctions



## NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is **Section 427 of GEPA**, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

### To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

### What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

### Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0007**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Applicants for grants under the National Resource Centers (84.015A) and Foreign Language and Area Studies Fellowships Programs (84.015B) should address the Section 427 of GEPA in the narrative sections of the application dealing with the selection criteria, *"Quality of Staff Resources"* and *"Impact and Evaluation"* or in the context of any other selection criterion the applicant deems appropriate. However, it is not required that the provision be addressed in the application narrative; a separate narrative describing how the applicant plans to address the provision can be appended to the Federal forms submitted with the application. Please note, however, that the selection criteria must be addressed in full in the narrative.

**The Evaluation of Exchange, Language, International and Area Studies:**

On August 25, 2000, the Office of Management and Budget approved the Evaluation of Exchange, Language, and Area Studies (EELIAS) electronic performance reporting system for collecting performance narratives and project data for all Title VI programs.

If your center or program is awarded a new FY 2003 National Resource Centers program grant and a Foreign Language and Area Studies Fellowships grant, you will be required to submit your annual performance reports using EELIAS. EELIAS is designed to collect comparable performance information across Title VI programs. In addition to providing evaluation data to inform the federal strategic planning and budget processes, the performance reports assist IEGPS program officers in determining grantees' progress toward meeting the approved project objectives and whether to make non-competing continuation awards in fiscal years 2004 and 2005.

**Notice to Applicants:**  
**The Government Performance and Results Act (GPRA)**

**What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

**How has the Department of Education Responded to the GPRA Requirements?**

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Create a Culture of Achievement*
- Goal 2: Improve Student Achievement*
- Goal 3: Develop Safe Schools and Strong Character*
- Goal 4: Transform Education into an Evidence-based Field*
- Goal 5: Enhance the Quality of and Access to Postsecondary and Adult Education*
- Goal 6: Establish Management Excellence*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 5: Enhance the Quality and Access to Postsecondary and Adult Education.

**What are the Performance Indicators for the International Education Programs?**

The Department's specific goal for the International Education Programs is "to meet the nation's security and economic needs through the development and maintenance of a national capacity in foreign languages, and area and international studies." The objective and performance indicators are as follows:

1. **Maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions.**
  - (1.1) Title VI supported institutions provide the majority of the instruction in foreign languages, especially in less commonly taught languages.
  - (1.2) Percentage of graduates of Title VI supported programs report that they found employment that utilize their language and/or area expertise.

# Application for Federal EDUCATION ASSISTANCE (ED 424)



## U.S. Department of Education

Form Approved  
OMB No. 1875-0106  
Exp. 11/30/2004

### Applicant Information

#### 1. Name and Address

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

#### Organizational Unit

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ ZIP Code + 4 \_\_\_\_\_

2. Applicant's D-U-N-S Number |\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

6. Novice Applicant \_\_\_\_Yes \_\_\_\_No

3. Applicant's T-I-N |\_\_\_\_|\_\_\_\_| - |\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

7. Is the applicant delinquent on any Federal debt? \_\_\_\_Yes \_\_\_\_No  
(If "Yes," attach an explanation.)

4. Catalog of Federal Domestic Assistance #: 84.\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

Title: \_\_\_\_\_

8. Type of Applicant (Enter appropriate letter in the box.) |\_\_\_\_|

5. Project Director: \_\_\_\_\_

Address: \_\_\_\_\_

A - State  
B - Local  
C - Special District  
D - Indian Tribe  
E - Individual  
F - Independent School District  
G - Public College or University  
H - Private, Non-profit College or University  
I - Non-profit Organization  
J - Private, Profit-Making Organization

K - Other (Specify): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code + 4 \_\_\_\_\_

Tel. #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Application Information

#### 9. Type of Submission:

-PreApplication -Application  
\_\_\_\_ Construction \_\_\_\_ Construction  
\_\_\_\_ Non-Construction \_\_\_\_ Non-Construction

10. Is application subject to review by Executive Order 12372 process?

\_\_\_\_ Yes (Date made available to the Executive Order 12372  
process for review): \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ No (If "No," check appropriate box below.)

\_\_\_\_ Program is not covered by E.O. 12372.

\_\_\_\_ Program has not been selected by State for review.

12. Are any research activities involving human subjects planned at  
any time during the proposed project period?

\_\_\_\_ Yes (Go to 12a.) \_\_\_\_ No (Go to item 13.)

12a. Are all the research activities proposed designated to be  
exempt from the regulations?

\_\_\_\_ Yes (Provide Exemption(s) #): \_\_\_\_\_

\_\_\_\_ No (Provide Assurance #): \_\_\_\_\_

11. Proposed Project Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Date: End Date: \_\_\_\_\_

13. Descriptive Title of Applicant's Project:

### Estimated Funding

14a. Federal \$ \_\_\_\_\_ .00

b. Applicant \$ \_\_\_\_\_ .00

c. State \$ \_\_\_\_\_ .00

d. Local \$ \_\_\_\_\_ .00

e. Other \$ \_\_\_\_\_ .00

f. Program Income \$ \_\_\_\_\_ .00

g. TOTAL \$ \_\_\_\_\_ .00

### Authorized Representative Information

15. To the best of my knowledge and belief, all data in this preapplication/application are true

and correct. The document has been duly authorized by the governing body of the applicant

and the applicant will comply with the attached assurances if the assistance is awarded.

a. Authorized Representative (Please type or print name clearly.) \_\_\_\_\_

b. Title: \_\_\_\_\_

c. Tel. #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ - \_\_\_\_\_

d. E-Mail Address: \_\_\_\_\_

e. Signature of Authorized Representative \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ED 424 Form Item 16**  
**World Area and Application Type Selection Sheet**

**Please check the World Area focus for this application:**

<b>Africa:</b>	<input type="checkbox"/>
<b>Asia:</b>	<input type="checkbox"/>
<b>Canada:</b>	<input type="checkbox"/>
<b>East Asia:</b>	<input type="checkbox"/>
<b>Europe/Eurasia:</b>	<input type="checkbox"/>
<b>Inner Asia:</b>	<input type="checkbox"/>
<b>International:</b>	<input type="checkbox"/>
<b>Latin America &amp; Caribbean:</b>	<input type="checkbox"/>
<b>Middle East:</b>	<input type="checkbox"/>
<b>Pacific Islands:</b>	<input type="checkbox"/>
<b>Russia/East Europe:</b>	<input type="checkbox"/>
<b>South Asia:</b>	<input type="checkbox"/>
<b>Southeast Asia:</b>	<input type="checkbox"/>
<b>Western Europe:</b>	<input type="checkbox"/>
<b>Other (please specify):</b> _____	<input type="checkbox"/>

**Please check application type:**

<b>Comprehensive NRC and FLAS</b>	<input type="checkbox"/>
<b>Undergraduate NRC and FLAS</b>	<input type="checkbox"/>
<b>Comprehensive NRC only</b>	<input type="checkbox"/>
<b>Undergraduate NRC only</b>	<input type="checkbox"/>
<b>FLAS only</b>	<input type="checkbox"/>

## Instructions for Form ED 424

**1. Legal Name and Address.** Enter the legal name of applicant and the name of the primary organizational unit which will undertake the assistance activity.

**2. D-U-N-S Number.** Enter the applicant's D-U-N-S Number. If your organization does not have a D-U-N-S Number, you can obtain the number by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com>.

**3. Tax Identification Number.** Enter the taxpayer's identification number as assigned by the Internal Revenue Service.

**4. Catalog of Federal Domestic Assistance (CFDA) Number.** Enter the CFDA number and title of the program under which assistance is requested. The CFDA number can be found in the federal register notice and the application package.

**Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

**Novice Applicant.** Check "Yes" or "No" only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank**.

Check "Yes" if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for Form ED 424." By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "No" if you do not meet the requirements for novice applicants.

**7. Federal Debt Delinquency.** Check "Yes" if the applicant's organization is delinquent on any Federal debt. (This question refers to the applicant's organization and not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.) Otherwise, check "No."

**8. Type of Applicant.** Enter the appropriate letter in the box provided.

**9. Type of Submission.** See "Definitions for Form ED 424" attached.

**10. Executive Order 12372.** See "Definitions for Form ED 424" attached. Check "Yes" if the application is subject to review by E.O. 12372. Also, please enter the month, day, and four (4) digit year (e.g., 12/12/2001). Otherwise, check "No."

**11. Proposed Project Dates.** Please enter the month, day, and four (4) digit year (e.g., 12/12/2001).

**12. Human Subjects Research.** (See I.A. "Definitions" in attached page entitled "Definitions for Form ED 424.")

**If Not Human Subjects Research.** Check "No" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 12 are then not applicable.

**If Human Subjects Research.** Check "Yes" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "Yes" even if the research is exempt from

the regulations for the protection of human subjects. (See I.B. "Exemptions" in attached page entitled "Definitions for Form ED 424.")

**12a. If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check "Yes" if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I.B. "Exemptions." In addition, follow the instructions in II.A. "Exempt Research Narrative" in the attached page entitled "Definitions for Form ED 424." Insert this narrative immediately following the ED 424 face page.

**12a. If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check "No" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II.B. "Nonexempt Research Narrative" in the page entitled "Definitions for Form ED 424." Insert this narrative immediately following the ED 424 face page.

**12a. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) or Multiple Project Assurance (MPA) with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the face page, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

**13. Project Title.** Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

**14. Estimated Funding.** Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate **only** the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 14.

**15. Certification.** To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. Be sure to enter the telephone and fax number and e-mail address of the

authorized representative. Also, in item 15e, please enter the month, day, and four (4) digit year (e.g., 12/12/2001) in the date signed field.

Paperwork Burden Statement. **According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1875-0106. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time**

**to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.** If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: **U.S. Department of Education, Washington, D.C. 20202-4651.** If you have comments or concerns regarding the status of your individual submission of this form write directly to: **Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, S.W. ROB-3, Room 3633, Washington, D.C. 20202-4725**

## Definitions for Form ED 424

**Novice Applicant (See 34 CFR 75.225).** For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

**Type of Submission.** “Construction” includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and initial equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). “Construction” also includes remodeling to meet standards, remodeling designed to conserve energy, renovation or remodeling to accommodate new technologies, and the purchase of existing historic buildings for conversion to public libraries. For the purposes of this paragraph, the term “equipment” includes machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them; and such term includes all other items necessary for the functioning of a particular facility as a facility for the provision of library services.

**Executive Order 12372.** The purpose of Executive Order 12372 is to foster an intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The application notice, as published in the Federal Register, informs the applicant as to whether the program is subject to the requirements of E.O. 12372. In addition, the application package contains information on the State Single Point of Contact. An applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc. does not have a State Single Point of Contact. For additional information on E.O. 12372 go to <http://www.cfda.gov/public/eo12372.htm>.

## PROTECTION OF HUMAN SUBJECTS IN RESEARCH

### I. Definitions and Exemptions

#### A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

#### —Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and



evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

## —Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person’s environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

## B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

## **II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives**

If the applicant marked “Yes” for Item 12 on the ED 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative and insert it immediately following the ED 424 face page.

### **A. Exempt Research Narrative.**

If you marked “Yes” for item 12 a. and designated exemption numbers(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

### **B. Nonexempt Research Narrative.**

If you marked “No” for item 12 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought

and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s):** If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

***Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4248, telephone: (202) 708-8263, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site at <http://www.ed.gov/offices/OCFO/humansub.html>***



**U.S. DEPARTMENT OF EDUCATION**

**BUDGET INFORMATION**

**NON-CONSTRUCTION PROGRAMS**

OMB Control Number: 1890-0004

Expiration Date: 02/28/2003

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A - BUDGET SUMMARY**  
**U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION B - BUDGET SUMMARY  
NON-FEDERAL FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

**SECTION C - OTHER BUDGET INFORMATION (see instructions)**

Public reporting burden for this collection of information is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and the Office of Management and Budget, Paperwork Reduction Project 1875-0102, Washington DC 20503.

## INSTRUCTIONS FOR ED FORM 524

### General Instructions

This form is used to apply to individual U.S. Department of Education discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached.

### Section A - Budget Summary U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

### Section B - Budget Summary Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

### Section C - Other Budget Information Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, by project year, for each budget category listed in Sections A and B.
2. If applicable to this program, enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.
3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. Provide other explanations or comments you deem necessary.

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

### **PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, ☐ Audits of States, Local Governments, and Non-Profit Organizations. ☐
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

**Standard Form 424B (Rev. 7-97) Back**



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**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

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**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

---

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

---

**3. DRUG-FREE WORKPLACE  
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check ☐ if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

## DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

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## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

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This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled ☐ Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, ☐ without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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### Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance	<b>2. Status of Federal Action:</b> _____ a. bid/offer/application _____ b. initial award _____ c. post-award	<b>3. Report Type:</b> _____ a. initial filing _____ b. material change  <b>For material change only:</b> Year _____ quarter _____ Date of last report _____
<b>4. Name and Address of Reporting Entity:</b> _____ Prime _____ Subawardee Tier _____, if Known   <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b> <b>Federal</b> <b>Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>10. b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone No.:</b> _____ <b>Date:</b> _____	
<b>Federal Use Only</b>	<b>Authorized for Local Reproduction</b> <b>Standard Form - LLL (Rev. 7-97)</b>	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

## EXECUTIVE ORDER 12372

### Intergovernmental Review of Federal Programs

This applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 6213, 600 Independence Avenue, SW., Washington, DC 20202-0124.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC time) on the date indicated in the actual application notice.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS

## STATE SINGLE POINT OF CONTACT

**Note:** In accordance with Executive Order #12372, this listing represents the designated State Single Points of Contact. Because participation is voluntary, some States and Territories no longer participate in the process. These include: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington.

The jurisdictions not listed no longer participate in the process. However, an applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc. does not have a State Single Point of Contact.

### ARKANSAS

Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 W. 7th Street, Room 412  
Little Rock, Arkansas 72203  
Telephone: (501) 682-1074  
FAX: (501) 682-5206  
tlcopeland@dfa.state.ar.us

### DELAWARE

Charles H. Hopkins  
Executive Department  
Office of the Budget  
540 S. Dupont Highway, 3rd Floor  
Dover, Delaware 19901  
Telephone: (302) 739-3323  
FAX: (302) 739-5661  
chopkins@state.de.us

### FLORIDA

Jasmin Raffington  
Florida State Clearinghouse  
Department of Community Affairs  
Tallahassee, Florida 32399-2100  
Telephone: (850) 922-5438  
FAX: (850) 414-0479  
clearinghouse@dca.state.fl.us

### ILLINOIS

Virginia Bova  
Department of Commerce and Community Affairs  
James R. Thompson Center  
100 West Randolph, Suite 3-400  
Chicago, Illinois 60601  
Telephone: (312) 814-6028  
FAX: (312) 814-8485  
vbova@commerce.state.il.us

### KENTUCKY

Ron Cook  
Department for Local Government  
1024 Capital Center Drive, Suite 340  
Frankfort, Kentucky 40601  
Telephone: (502) 573-2382  
FAX: (502) 573-2512  
ron.cook@mail.state.ky.us

### CALIFORNIA

Grants Coordination  
State Clearinghouse  
Office of Planning and Research  
P.O. Box 3044, Room 222  
Sacramento, California 95812-3044  
Telephone: (916) 445-0613  
FAX: (916) 323-3018  
state.clearinghouse@opr.ca.gov

### DISTRICT OF COLUMBIA

Luisa Montero-Diaz  
Office of Partnerships and Grants Development  
Executive Office of the Mayor  
District of Columbia Government  
414 4th Street, NW, Suite 530 South  
Washington, DC 20001  
Telephone: (202) 727-8900  
FAX: (202) 727-1652  
opgd.eom@dc.gov

### GEORGIA

Georgia State Clearinghouse  
270 Washington Street, SW  
Atlanta, Georgia 30334  
Telephone: (404) 656-3855  
FAX: (404) 656-7901  
gach@mail.opb.state.ga.us

### IOWA

Steven R. McCann  
Division of Community and Rural Development  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, Iowa 50309  
Telephone: (515) 242-4719  
FAX: (515) 242-4809  
steve.mccann@ided.state.ia.us

### MAINE

Joyce Benson  
State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333  
Telephone: (207) 287-3261  
Telephone: (207) 287-1461 (direct)  
FAX: (207) 287-6489  
joyce.benson@state.me.us

**MARYLAND**

Linda Janey  
Manager, Clearinghouse and Plan Review Unit  
Maryland Office of Planning  
301 West Preston Street – Room 1104  
Baltimore, Maryland 21201-2305  
Telephone: (410) 767-4490  
FAX: (410) 767-4480  
linda@mail.op.state.md.us

**MISSISSIPPI**

Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
1301 Woolfolk Building, Suite E  
501 North West Street  
Jackson, Mississippi 39201  
Telephone: (601) 359-6762  
FAX: (601) 359-6758

**NEVADA**

Heather Elliott  
Department of Administration  
State Clearinghouse  
209 E. Musser Street, Room 200  
Carson City, Nevada 89701  
Telephone: (775) 684-0209  
FAX: (775) 684-0260  
Helliott@govmail.state.nv.us

**NEW MEXICO**

Ken Hughes  
Local Government Division  
Room 201, Bataan Memorial Building  
Santa Fe, New Mexico 87503  
Telephone: (505) 827-4370  
FAX: (505) 827-4948  
khughes@dfa.state.nm.us

**NORTH DAKOTA**

Jim Boyd  
Division of Community Services  
600 East Boulevard Ave, Dept 105  
Bismarck, North Dakota 58505-0170  
Telephone: (701) 328-2094  
FAX: (701) 328-2308  
jboyd@state.nd.us

**MICHIGAN**

Richard Pfaff  
Southeast Michigan Council of Governments  
535 Griswold, Suite 300  
Detroit, Michigan 48226  
Telephone: (313) 961-4266  
FAX: (313) 961-4869  
pfaff@semcog.org

**MISSOURI**

Carol Meyer  
Teresa Kirchhoff  
Federal Assistance Clearinghouse  
Office of Administration  
Truman Building, Room 840  
Jefferson City, Missouri 65102  
Telephone: (573) 751-4834  
FAX: (573) 522-4395  
meyerc@mail.oa.state.mo.us;  
kirchhoff@mail.oa.state.mo.us

**NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director  
New Hampshire Office of State Planning  
Attn: Intergovernmental Review Process  
Mike Blake  
2½ Beacon Street  
Concord, New Hampshire 03301  
Telephone: (603) 271-2155  
FAX: (603) 271-1728  
Jtaylor@osp.state.nh.us

**NORTH CAROLINA**

Jeanette Furney  
Department of Administration  
1302 Mail Service Center  
Raleigh, North Carolina 27699-1302  
Telephone: (919) 807-2323  
FAX: (919) 733-9571  
jeanette.furney@ncmail.net

**RHODE ISLAND**

Kevin Nelson  
Department of Administration  
Statewide Planning Program  
One Capitol Hill  
Providence Rhode Island 02908-5870  
Telephone: (401) 222-2093  
FAX: (401) 222-2083  
knelson@doa.state.ri.us



**SOUTH CAROLINA**

Omeagia Burgess  
Budget and Control Board  
Office of State Budget  
1122 Ladies Street – 12th Floor  
Columbia, South Carolina 29201  
Telephone: (803) 734-0494  
FAX: (803) 734-0645  
aburgess@budget.state.sc.us

**UTAH**

Carolyn Wright  
Utah State Clearinghouse  
Governor's Office of Planning and Budget  
State Capitol, Room 114  
Salt Lake City, Utah 84114  
Telephone: (801) 538-1535  
FAX: (801) 538-1547  
cwright@gov.state.ut.us

**WISCONSIN**

Jeff Smith  
Section Chief, Federal/State Relations  
Wisconsin Department of Administration  
101 East Wilson Street – 6th Floor  
P.O. Box 7868  
Madison, Wisconsin 53707  
Telephone: (608) 266-0267  
FAX: (608) 267-6931  
jeffrey.smith@doa.state.wi.us

**GUAM**

Director  
Bureau of Budget and Management Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
Telephone: 011-671-472-2285  
FAX: 011-671-472-2825  
jer@ns.gov.gu

**NORTHERN MARIANA ISLANDS**

Ms. Jacoba T. Seman  
Federal Programs Coordinator  
Office of Management and Budget  
Office of the Governor  
Saipan, MP 96950  
Telephone: (670) 664-2289  
FAX: (670) 664-2272  
omb.jseman@saipan.com

**TEXAS**

Denise S. Francis  
Director, State Grants Team  
Governor's Office of Budget and Planning  
P.O. Box 12428  
Austin, Texas 78711  
Telephone: (512) 305-9415  
FAX: (512) 936-2681  
dfrancis@governor.state.tx.us

**WEST VIRGINIA**

Fred Cutlip, Director  
Community Development Division  
West Virginia Development Office  
Building #6, Room 553  
Charleston, West Virginia 25305  
Telephone: (304) 558-4010  
FAX: (304) 558-3248  
fcutlip@wvdo.org

**AMERICAN SAMOA**

Pat M. Galea'i  
Federal Grants/Programs Coordinator  
Office of Federal Programs  
Office of the Governor/Department of Commerce  
American Samoa Government  
Pago Pago, American Samoa 96799  
Telephone: (684) 633-5155  
Fax: (684) 633-4195  
pmgaleai@samoatelco.com

**PUERTO RICO**

Jose Caballero / Mayra Silva  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
P.O. Box 41119  
San Juan, Puerto Rico 00940-1119  
Telephone: (787) 723-6190  
FAX: (787) 722-6783

**VIRGIN ISLANDS**

Ira Mills  
Director, Office of Management & Budget  
# 41 Norre Gade Emancipation Garden Station, Second  
Floor  
Saint Thomas, Virgin Islands 00802  
Telephone: (340) 774-0750  
FAX: (787) 776-0069  
lrmills@usvi.org

Note: This list is based on the most current information provided by the States. Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to grants@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

### **INSTRUCTIONS FOR TRANSMITTING APPLICATIONS:**

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

#### **APPLICATIONS SENT BY MAIL**

You must mail the original and two copies of the application on or before the deadline date to:

U.S. Department of Education  
Application Control Center – Room 3633  
Attention: CFDA Number 84.015  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4725

You must show one of the following as proof of mailing:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

#### **IF YOU DELIVER YOUR APPLICATION BY HAND**

You or your courier must hand deliver the original and two copies of the application by 4:30pm (Washington, D.C. time) on or before the deadline date to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA 84.015  
Room 3633  
Regional Office Building 3  
7th & D Streets, S.W.  
Washington, D.C. 20202-4725

The Application Control Center accepts deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

# SECTION D

## FREQUENTLY ASKED QUESTIONS AND ANSWERS

### APPLICATION PREPARATION AND SUBMISSION:

***Q. Our center has received NRC and FLAS grants in the past. Is it appropriate to refer to this in our application?***

A. Yes, if you think that it will be helpful to the review panel. However, the International Education and Graduate Programs Service (IEGPS) strongly suggests that you refrain from referring to your proposal as an application for "renewal" of your grant. A new competition for grant awards is held every three years. In selecting applications for funding, no preference is given to applicants who have received NRC and FLAS grants in the past. All successful applicants are considered to have competed effectively for new grant awards.

***Q. What techniques does the U.S. Department of Education (US/ED) consider helpful for presenting to the readers the application narrative and other important information?***

A. Applicants are advised to address each part of the selection criteria in the application narrative. References to the application budget and appendices are strongly recommended to facilitate the readers' evaluation.

***Q. Can an institution apply for funding for both an undergraduate National Resource Center and a FLAS fellowship program?***

A. Yes. However, the applicant will need to address selection criteria related to the strength of its graduate training in addition to those focusing on the strength of and development plans for the undergraduate curriculum.

***Q. Are institutions applying for both National Resource Centers and FLAS Fellowship funding permitted a longer page limit than institutions applying for a grant under only one program?***

A. No. Narrative page limits are: 35 double-spaced pages for single institution applications and 45 double-spaced pages for consortial applications, regardless of whether they are for undergraduate or comprehensive NRC funding or FLAS fellowships or both. Please see the Closing Date Notice.

***Q. Are consortia with more than two members permitted a longer page limit than two-member consortia?***

A. No. All consortia must comply with the 45 double-spaced page narrative limit.

***Q. Do we include the budget, forms, and appendices within the page limit?***

A. No, please see the Closing Date Notice. However, the timeline has its own limit of 3 pages.

***Q. How much money should we request for an NRC grant?***

A. IEGPS suggests that applicants limit requests to \$235,000 per year for single institution centers and \$260,000 per year for consortial centers. These amounts are guidelines based on the anticipated available funds. Limited funding requests to the suggested amounts allows the readers to evaluate proposals based on a more realistic scope of NRC-funded work.

***Q. Can undergraduate students receive FLAS fellowships?***

A. No. Title VI of the Higher Education Act as amended specifies that the recipients be students at the graduate level.

***Q. Are faculty members eligible to receive FLAS fellowships?***

A. Yes. Faculty members have occasionally received Summer FLAS awards for intensive language study. Please consult your program officer if you plan to use awards for this purpose.

**Q. Should we describe in the application our center's "outreach" to people in other countries?**

- A. Yes, but not in response to the "Outreach Activities" selection criterion, which asks readers to evaluate the *regional and national impact* of an applicant's activities. To the extent that your center engages in projects which facilitate overseas study and research or professional development opportunities for US-based students and educators, these activities might be relevant in addressing other selection criteria.

**Q. How many copies of an application should we submit?**

- A. Applicants are required to submit an original application and two copies. The original application remains in a file in the program office and the copies are read by the peer review panel. Because each application is evaluated by three reviewers, the program office would appreciate receiving a total of one original plus three copies.

**Q. Is an exception ever made for an application postmarked after the closing-date?**

- A. No, never.

**APPLICATION PROCESSING:** (These procedures are described in the Education Department General Administrative Regulations (EDGAR) §75.215-236.)

**Q. What happens to my application after I have sent it to the US/ED Application Control Center?**

- A. Your application is delivered to the Application Control Center (ACC), the unit authorized to receive grant applications. ACC confirms receipt of an original application and copies and assigns each an identifying number (PR/Award number, e.g., P015A000XXX/ P015B000XXX), and sends the applications to the program office, where applications are screened for eligibility. Applications that are eligible are then assigned to expert reviewers for the external "peer review" process.

The panels of experts read and score each eligible application. Program officers then review the readers' comments and scores and make funding recommendations to US/ED officials. Once recommendations are approved, grant award notifications (GANs) are issued if appropriations are available.

**Q. What happens to my application if US/ED finds it to be ineligible?**

- A. It is not evaluated. Section 75.216 of EDGAR prohibits US/ED from evaluating an application if it does not meet the program eligibility criteria or does not otherwise comply with application requirements. An ineligible application is returned to the applicant with a letter explaining why it was not evaluated.

**Q. Who evaluates the applications submitted for the competition?**

- A. Each application is evaluated by three area or international studies experts, one of whom is a language specialist, from outside US/ED who represent a variety of disciplines. The experts are required to use the program statute and regulations, the program selection criteria, and any priorities and other requirements that have been published in the *Federal Register* as guidance in reviewing the applications. The review panels provide written comments and scores to support their judgments about the quality, significance, and impact of the proposed project.

**Q. What criteria do the reviewers use when scoring an application?**

- A. Reviewers score each application using the selection criteria published in the *Federal Register* as part of the program regulations. Reviewers are instructed to use only the published criteria and to base their evaluation strictly on information provided in the application.

**Q. What information does US/ED consider when selecting applications for funding?**

- A. US/ED considers: (1) the information in each application, (2) the readers' scores and comments resulting from the peer review of the applications, and (3) any other information relevant to a criterion, priority, or other requirement that applies to the selection of applications for new grants.

**Q. How long does it take US/ED to complete the review process?**

- A. Most review processes take about six to eight months from the deadline date through the issuance of the signed Grant Award Notification.

**PRIORITIES:** (Described in EDGAR §75.105(c))

**Q. What is the absolute priority for the FY2003-05 competition?**

- A. There is one absolute priority for NRCs in this competition.

• **Absolute Priority: Projects that include teacher training activities.**

The National Resource Centers (NRC) program has one "absolute priority", which is to conduct Teacher Training activities. All NRC applicants must address this priority in their applications. This does not suggest applicants devote a separate section of their application to Teacher Training initiatives or activities. All that is required is that reviewers are able to discern what training activities for educators the applicant will conduct during the funding cycle. References to the teacher training activities can be placed in the narrative, budget, and/or timeline.

For the 03-05 Foreign Language and Area Studies (FLAS) competition there is no absolute priority.

**Q. Are there other priorities?**

- A. Yes, please note that the closing date notice for FY2003-05 funding announces four invitational or competitive priorities for the National Resource Centers program and two invitational priorities for the FLAS Fellowships Programs.

**Q. Our center engages in outreach activities. Does that mean that we have fulfilled the Absolute Priority for National Resource Centers?**

- A. Not necessarily. "Outreach activities" include many projects that are not teacher training. To meet the absolute priority, applicants must include information that demonstrates the existence, development, or expansion of effective teacher training activities.

**Post-Award Issue:** (This question relates to EDGAR §75.118 and §75.253.)

**Q. How will decisions about continuation funding be made?**

- A. Grantees are required to submit annual performance reports on time through EELIAS that describe the projects' accomplishments, GPRA data, and budgetary status. These reports assist IEGPS staff in determining continuation funding. Although estimated funding levels for all three years of the grant are established at the time of the initial grant award notification, the amount of funding received in Years 2 and 3 of the grant can increase or decrease depending on: (1) the timely submission of all required reports, (2) evidence in the reports that you have made substantial progress toward meeting original grant objectives, (3) program officers' review and analysis of report data, (4) information from site visits, and (5) the Congressional appropriation of funds for the programs.

Successful applicants will receive instructions for submitting electronic performance reports through EELIAS soon after their grants have been awarded.

**FY 2003 TECHNICAL REVIEW FORM**  
ED DISCRETIONARY GRANT PROGRAM:  
HEA TITLE VI NATIONAL RESOURCE CENTERS AND  
FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS  
CFDA No. 84.015(A&B)

PR Number \_\_\_\_\_ Area or Topic \_\_\_\_\_

Applicant \_\_\_\_\_

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

Evaluation Criteria	Max Points		Rating Summary					
	NRC	FLAS	Comprehensive NRC		Undergraduate NRC		FLAS Fellowships	
1. Commitment to the Subject Area	10	10						
2. Quality of Curriculum Design	15	20						
3. Quality of the Applicant's Non-Language Instructional Program	20	25						
4. Quality of the Applicant's Language Instructional Program	20	20						
5. Strength of Library	15	15						
6. Quality of Staff Resources	20	15						
7. Outreach Activities	15	0						N/A
8. Program Planning and Budget	20	0						N/A
9. Impact and Evaluation	20	20						
10. FLAS Awardee Selection Procedures	0	15		N/A		N/A		N/A
11. Competitive Priorities	N/A	N/A		TBD		TBD		TBD
Total Points Possible:			155	140				

**TOTAL:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Evaluation Criteria

Comp NRC

UG NRC

FLAS

### 1. Commitment to the Subject Area on Which the Applicant Focuses

To what extent does the institution provide financial and other support to:

- the operation of the applicant's center or program,

- teaching staff for the applicant's subject area,

- library resources for the applicant's subject area,

- linkages with institutions abroad,

- (for NRC applicants) center outreach activities, and

- (for NRC applicants) students in fields related to the center's teaching program?

For FLAS applicants, to what extent does the institution provide financial support to graduate students in fields related to the applicant's teaching program?

**POSSIBLE POINTS**

10

10

10

**AWARDED POINTS**

(10 pts)

(10 pts)

(5 pts)

(5 pts)

#### RATING SCALE

If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

**POSSIBLE POINTS**



2. Quality of Curriculum Design

For NRC applicants, to what extent has undergraduate instruction in the applicant's area or topic of specialization been incorporated into baccalaureate degree programs (for example, major, minor, or certificate programs) in the applicant's subject area?

15				15				20			
AWARDED POINTS											

(5 pts)

(10 pts)

(0 pts)

Are the programs and their requirements (including language requirements) appropriate for a center in this subject area and will they result in an undergraduate training program of high quality?

For comprehensive NRC and FLAS applicants, to what extent does the applicant's curriculum provide training options for graduate students from a variety of disciplines and professional fields?

(5 pts)

(0 pts)

(10 pts)

For comprehensive NRC and FLAS applicants, are the graduate student training options and requirements (including language requirements) appropriate for an applicant in this subject area and do they result in graduate training programs of high quality?

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or	0	0	0	0	0

2. Quality of Curriculum Design

To what extent does the applicant provide academic and career advising for students?

(5 pts)

(5 pts)

(5 pts)

To what extent has the applicant established formal arrangements for students to conduct research or study abroad and to what extent do students use these arrangements?

(5 pts)

To what extent does the institution facilitate student access to other institutions' study abroad and summer language programs?

3. Quality of the Applicant's Non-Language Instructional Program

RATING SCALE						
If total points are:	5	10	15	20	25	
Outstanding	5	10	15	20	25	
Very Good	4	8	12	16	20	
Good	3	6	9	12	15	
Average	2	4	6	8	10	
Poor	1	2	3	4	5	
Unacceptable or not described	0	0	0	0	0	

POSSIBLE POINTS

20

20

25

AWARDED POINTS														

To what extent does the applicant offer courses in a variety of non-language disciplines and, for area studies programs, cover the countries of the area?

(5 pts)

(5 pts)

(10 pts)

*For comprehensive NRC and FLAS applicants,* to what extent are courses in the applicant's subject matter available in the institution's professional schools?

To what extent does the applicant offer depth of specialized course coverage in one or more disciplines of the applicant's subject area?

(5 pts)

(5 pts)

(5 pts)

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

3. Quality of the Applicant's Non-Language Instructional Program (continued)

To what extent are interdisciplinary courses offered for:

-(for undergraduate NRC applicants) undergraduate students?

(5 pts)

(5 pts)

(5 pts)

-(for comprehensive NRC applicants) undergraduate and graduate students?

-(for FLAS applicants) graduate students?

Are sufficient numbers of non-language faculty available to teach the courses described in the narrative and course list?

(5 pts)

(5 pts)

(5 pts)

To what extent are instructional assistants (if any) provided with pedagogy training?

#### 4. Quality of the Applicant's Language Instructional Program

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

POSSIBLE POINTS					
20		20		20	
AWARDED POINTS					

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To what extent does the applicant provide instruction in the languages of the applicant's subject area?

(5 pts)

(5 pts)

(5 pts)

To what extent do students enroll in the study of the languages of the subject area through programs or instruction offered by the applicant or other providers?

To what extent does the applicant provide three or more levels of language training?

(5 pts)

(5 pts)

(5 pts)

To what extent are courses in disciplines other than language, linguistics, and literature offered in appropriate foreign languages?

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

4. Quality of the Applicant's Language Instructional Program (continued)

Are sufficient numbers of language faculty available to teach the languages and levels of instruction described in the narrative and course list?

(5 pts)

(5 pts)

(5 pts)

- the performance-based instruction being used or developed,

(5 pts)

(5 pts)

(5 pts)

- the adequacy of resources for language teaching and practice, and

- language proficiency requirements?

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

## 5. Strength of Library

POSSIBLE POINTS									
15					15				
AWARDED POINTS									



To what extent are the teaching faculty and other professional staff members qualified for the current and proposed center activities and training programs?

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(10 pts)

(10 pts)

(5 pts)

To what extent are professional development opportunities, including overseas experience, for faculty and staff made available?

How much time will the applicant's faculty and administrators commit to the teaching, supervision, and advising of students?

To what extent are faculty from a variety of departments, professional schools, and the library represented in the applicant's center or program oversight arrangements?

(5 pts)

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

(5 pts)

(5 pts)



To what extent does the applicant, as part of its nondiscriminatory employment practices, encourage applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly?

(5 pts)

(5 pts)

(5 pts)

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

7. Outreach Activities

For outreach activities in the following categories, to what extent does the applicant demonstrate:

- (a) a significant and measurable regional and national impact, and
- (b) faculty and professional school involvement?

POSSIBLE POINTS

15

15

0

AWARDED POINTS





(5 pts)

(5 pts)

*For comprehensive NRC applicants*, what kind of long-term impact will the activities (for which funds are requested) have on the institution's undergraduate, graduate, and professional training programs?

(5 pts)

*For undergraduate NRC applicants*, what kind of long-term impact will the activities (for which funds are requested) have on the institution's undergraduate training program?

(5 pts)

9. Impact and Evaluation

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

POSSIBLE POINTS									
20					20				20
AWARDED POINTS									

*For all NRC applicants, to what extent do the center's activities and training programs have a significant impact on the university, community, region and the nation as shown through indices such as enrollments, graduate placement data, participation rates for events, and usage of center resources?*

(10 pts)

(10 pts)

To what extent will provision be made for equal access and treatment for eligible students and other project participants who are members of groups that have been traditionally under-represented (such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly)?

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

## 9. Impact and Evaluation (continued)

Does the applicant provide an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data?

(10 pts)

(10 pts)

(5 pts)

(15 pts)

10. FLAS Awardee Selection Procedures

RATING SCALE					
If total points are:	5	10	15	20	25
Outstanding	5	10	15	20	25
Very Good	4	8	12	16	20
Good	3	6	9	12	15
Average	2	4	6	8	10
Poor	1	2	3	4	5
Unacceptable or not described	0	0	0	0	0

POSSIBLE POINTS					
0		0		15	
AWARDED POINTS					



		N/A		N/A	

To what extent will the applicant serve the priorities currently announced?

(10 pts)

(10 pts)

(10 pts)

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**General Comments**    *(continued)*



# **IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS**

## **GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that

**Failure to meet a deadline will mean that an applicant will be rejected  
without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Application Control Center  
Washington, D.C. 20202-4725

## **CONTRACTS**

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

**ED FORM 5348, 8 '92  
REPLACES ED FORM 5348, 6 '86, WHICH IS OBSOLETE**